LSTA GRANT APPLICATION CHECKLIST (revised Dec. 13, 2007)

Use the following checklist to ensure that your grant application is complete.

☐ Have you indicated the number of persons targeted for this grant on pages 1 and 2?

☐ **Have you included a cover letter that explains which of the Six Goals of LSTA your project addresses and how it does meet the goal(s)?**

☐ Have you attached vendor quotes for hardware, software, and equipment if applicable?

☐ Have you verified your budget figures and correctly calculated any required matching funds?

☐ Have you obtained all of the necessary required signatures?

☐ If this is a digitization project, have you obtained written approval from MWDL?

☐ Are you including meaningful letters of support from significant stakeholders for this project?

☐ Is your library or media center in compliance with HB 341-Utah Children's Internet Protection Act?

☐ If this grant is for a school library media center, can the Project Director's certification in Library Media be verified in the CACTUS database?

☐ If this is a technology grant, have you completed all of the special requirements for technology grants in the "LSTA Competitive Grant Program Information and Guidelines for Utah's Libraries for 2007/2008"?

DIRECTIONS FOR SUBMISSION for ALL applications

1) Submit **one** original copy with all signatures, quotes, letters of support, etc. <u>plus **4** complete photocopied sets.</u>

2) Email a digital version of <u>ALL</u> grant documents contained in the original to the LSTA Grants Coordinator, Rose Frost, *rfrost@utah.gov*. **Preferred forms are Excel, Office Open CALC, and/or PDF.**

3) Electronic and paper versions of your application must be received by 5:00 PM, the Friday of the application deadline found on the LSTA Grants Calendar, under LSTA on the Utah State Library website:
   http://library.utah.gov/grants_funding/lsta/grant_calendar.htm

For questions and additional information, contact Rose Frost, Grants Coordinator, Utah State Library, (801) 715-6742 or (800) 662-9150 ext. 742 or rfrost@utah.gov
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